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ECC-1912

Acting Chief, Intelligence School

17 August 1956

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[redacted]
Short Course for OCR Documentary Analysts

1. On or about 20 July 1956, [redacted] and me to answer to a request from the Documentary Analysis Section of OCR for a short course in the preparation of abstracts for the IBM coded cards.

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2. Analysis of the problem showed that an adaptation of the methods used in the Reading Improvement Course could give to the documentary analysts precisely what they needed. On 25 July 1956, I asked [redacted] to undertake a 10 hour course beginning on 13 August 1956. She agreed to take on this extra task, and with her assistant [redacted] began to prepare the schedule for such a course and to process material for it.

3. Meanwhile [redacted] began an intensive study of customer needs and opinion within G-2 of the Army and ORR that produced a very valuable array of information. I told [redacted] of the survey being made so that he could be sure that we were in no way interfering with policy. I also tried to support [redacted] and her assistant by supplying them with documents and handling for them the chore of reproduction.

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4. The course given by [redacted] to six section chiefs ended this forenoon. I wish here first to express my appreciation to [redacted] for undertaking the course and next to ask that they be commended for the very skillful and effective way in which they conducted it.

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5. They faced, first of all, the task of reading a large number of documents, setting them into categories, and preparing appropriate exercises for them. Next, they had to break down a pattern of thought fixed on the students by the process of coding documents and make them accept a different approach — and win the students' approval of the change. [redacted] performed both tasks extremely capably.

6. The course started with exercises in scanning techniques and only after these techniques had been used did the instructors offer the prepared documents for study. The progress of the course was lively with

Document No. 007

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Class. CHANGED TO: TS S C

DATE 1988, 4 Apr 77

Date: 6/3/78 By: [redacted]

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serious and thoughtful discussion of the problems involved. It ended with a posed series of questions raised in the course and discussion of the points unresolved. I thought that this sharp posing of issues especially effective because it provided the sections chiefs with the means of carrying out on-the-job training for the documentary analysts under them. I should add that the group taught was very intelligent, highly skilled, and extremely devoted to the service of the Agency.



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Approved For Release 2003/08/25 : CIA-RDP60-00594A000200010043-7

Approved For Release 2003/08/25 : CIA-RDP60-00594A000200010043-7